

# U. S. DEPARTMENT OF COMMERCE

## *FY 2005 Recruitment Program Plan*

Program Framework										
Program Oversight	The Director for Human Resources Management will provide oversight of the FY 2005 Recruitment Program Plan.									
Commitment and Support: <ul style="list-style-type: none"><li>The Secretary</li><li>Office of Human Resources Management</li><li>Bureau Principal Human Resources Managers</li><li>Office of Civil Rights</li></ul>	<p><b>Recruitment Program Plan Commitment:</b></p> <p>DOC leadership views the Recruitment Program as an invaluable tool to consciously address succession planning at the entry level. The Department’s Office of Human Resources Management (OHRM) and the Bureau Principal Human Resources Managers (PHRMs) direct this focus toward recruiting and retaining employees from diverse backgrounds who possess competencies that are critical to DOCs mission needs.</p> <p>The Department’s new hires are viewed as the primary source for filling future DOC career ladder positions, meeting succession planning needs in mission-critical occupations, and increasing diversity in the Department’s ranks.</p> <p>As the Employer of Choice for women, minorities, veterans, and persons with disabilities, the Department’s workforce will mirror their availability in the Nation’s population.</p> <p><b>Support:</b></p> <p>The Department, through its bureaus, will provide sufficient central funding and resources to carry out campus and job fair visits, provide official presentations, coordinate partnerships with recruitment sources, and conduct related activities.</p> <p>OHRM will provide overall program management/coordination as well as administrative and logistical support, and will track and report on progress of efforts.</p> <p>The Office of Civil Rights, in partnership with the Office of Human Resources Management, will provide consultative services regarding DOCs diversity outreach efforts throughout the recruitment process.</p>									
Program Time Line	<table><tr><td>Recruiting and Staffing Summit</td><td>October 28, 2004</td></tr><tr><td>Travel to selected campuses and conferences to participate in job and career fairs, make presentations, and establish/execute partnerships</td><td>October 1, 2004, to September 30, 2005</td></tr><tr><td>Assess effectiveness of campus visits and job fair participation</td><td>Ongoing</td></tr><tr><td>Monitor, assess, and report on effectiveness of Recruitment Program</td><td>Quarterly</td></tr></table>		Recruiting and Staffing Summit	October 28, 2004	Travel to selected campuses and conferences to participate in job and career fairs, make presentations, and establish/execute partnerships	October 1, 2004, to September 30, 2005	Assess effectiveness of campus visits and job fair participation	Ongoing	Monitor, assess, and report on effectiveness of Recruitment Program	Quarterly
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## DOC Succession Planning Focus

### Mission-Critical Occupations ranking by population size, past attrition, and retirement projections

#### *Planning Needs:*

DOC and its organizations identified their top 20 mission-critical occupations. The Department identified succession planning needs in those occupations by analyzing attrition and retirement trends, demographics, and diversity.

The following table shows the 20 mission-critical occupations that were identified, and their ranking in terms of the size of their total workforce as of June 30, 2004, the five-year trend in their turnover rates as of FY 2002, and the percentage of current employees that will be retirement eligible by FY 2007:

SERIES	OCCUPATION	POPULATION		TURNOVER		RETIREMENT	
		TOTAL	RANK	RATE	RANK	PROJECTIONS	RANK
0110	Economist	468	12	5.6	6	43.3	9
0301	Misc. Prog.	904	7	3.3	13	57.3	1
0343	Mgmt. Analyst	939	5	4.7	8	53.7	3
0482	Fish Biologist	920	6	2.5	14	37.6	13
0855	Elect. Engineer	336	16	3.6	11	41.7	10
0905	Attorney	664	10	12.6	1	17.8	19
1101	Gen. Bus./Ind.	821	8	5.2	7	51.6	4
1140	Trade Specialist	669	9	5.9	5	35.4	15
1224	Patent Examiner	3904	1	9.4	2	13.9	20
1301	Gen. Phys. Sci.	678	11	2.4	16	44.5	7
1310	Physicist	359	14	1.8	18	47.4	6
1315	Hydrologist	298	17	2.0	17	38.1	12
1320	Chemist	252	18	2.5	15	48.1	5
1340	Meteorologist	2590	3	1.2	20	35.6	14
1360	Oceanographer	247	19	1.7	19	56.3	2
1529	Math Statistician	363	13	7.2	4	30.4	16
1530	Statistician	1343	4	3.6	12	38.7	11
1550	Comp. Scientist	338	15	4.7	9	26.9	17
1801	Gen. Comp/Inv.	218	20	8.6	3	23.0	18
2210	IT Specialist	2787	2	3.8	10	43.7	8

### Diversity Employment Profile

1. Representation of women and minorities in DOCs overall workforce as compared to the Nation's Civilian Labor Force (CLF).

Hispanics are the only group that is underrepresented in the overall DOC population as compared to the national CLF.

The following table shows the representation rates of women and minorities, first against the Nation's Civilian Labor Force (CLF), then against the Relevant CLF for the Department's 20 mission-critical occupations:

	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMERICAN INDIAN
ON BOARD #	16,103	5,908	1,216	2,640	205
ON BOARD %	46.2%	16.9%	3.5%	7.6%	0.6%
NATIONAL CLF	46.5%	10.4%	13.1%	4.5%	0.6%

2. Representation of women and minorities (as of June 30, 2004) in the Department's 20 mission-critical occupations as compared to the Nation's Relevant Civilian Labor Force (RCLF) for each occupation.

In 11 of the 20 mission-critical occupations, at least 3 of the 5 groups (Women, Black, Hispanic, Asian/Pacific Islander, and American Indian) are underrepresented as compared to their representation in the Nation's RCLF for the same occupations. These job series and occupations are:

0482—Fishery Biologist  
0855—Electronic Engineer  
1101—General Business and Industry  
1140—Trade Specialist  
1224—Patent Examiner  
1301—General Physical Scientist  
1310—Physicist  
1315—Hydrologist  
1320—Chemist  
1340—Meteorologist  
1550—Computer Scientist

The following table shows whether there is underrepresentation by women or minorities in particular mission-critical occupations, as compared to the RCLF. The darkened series on the far right column show those occupations where at least 3 of the 5 groups are underrepresented.

SERIES	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMERICAN INDIAN
0110			X		X
0301			X	X	
0343			X	X	
0482	X	X	X	X	X
0855	X		X	X	
0905			X		
1101	X		X	X	X
1140	X	X	X		X
1224	X		X		X
1301	X		X	X	X
1310	X	X	X	X	X
1315	X		X	X	X
1320	X	X	X	X	
1340	X	X	X	X	
1360			X		X
1529	X			X	
1530				X	
1550	X	X	X		
1801			X		X
2210			X		

## Veterans and Persons with Disabilities

Comparison of the representation of veterans and persons with disabilities in the DOC workforce against their representation in the national CLF and the federal workforce.

As of September 30, 2003, the representation of veterans and persons with targeted disabilities in the DOC workforce was lower than their representation in the federal workforce.

	DOC WORKFORCE	FEDERAL WORKFORCE
<b>Veterans</b>	13.4%	25.4%
<b>Persons with Targeted Disabilities</b>	0.90%	1.05%

We analyzed the earlier rankings in terms of their population size, number of retirement eligibles, past attrition rate, and under representation rate. The table below shows where each of the 20 mission-critical occupations ranked in all four categories:

<b>SERIES</b>	<b>Scored Among Top 10 in Any Category</b>	<b>Under-representation Rate *</b>	<b>Population**</b>	<b>Retirement Eligibles**</b>	<b>Attrition Rate**</b>
<b>0110</b>	3 / 4	2	12	<b>9</b>	<b>6</b>
<b>0301</b>	3 / 4	2	<b>5</b>	<b>1</b>	13
<b>0343</b>	4 / 4	2	7	<b>3</b>	<b>8</b>
<b>0482</b>	2 / 4***	<b>5</b>	<b>6</b>	13	14
<b>0855</b>	2 / 4	<b>3</b>	16	10	11
<b>0905</b>	3 / 4	1	<b>9</b>	19	<b>1</b>
<b>1101</b>	4 / 4***	<b>4</b>	<b>8</b>	<b>4</b>	<b>7</b>
<b>1140</b>	3 / 4***	<b>4</b>	<b>10</b>	15	<b>5</b>
<b>1224</b>	3 / 4***	<b>3</b>	<b>1</b>	20	<b>2</b>
<b>1301</b>	2 / 4***	<b>4</b>	11	<b>7</b>	16
<b>1310</b>	2 / 4***	<b>5</b>	13	<b>6</b>	18
<b>1315</b>	1 / 4***	<b>4</b>	17	12	17
<b>1320</b>	2 / 4***	<b>4</b>	18	<b>5</b>	15
<b>1340</b>	2 / 4***	<b>4</b>	<b>3</b>	14	20
<b>1360</b>	2 / 4	2	19	<b>2</b>	19
<b>1529</b>	2 / 4	2	14	16	<b>4</b>
<b>1530</b>	2 / 4	1	<b>4</b>	11	12
<b>1550</b>	2 / 4***	<b>3</b>	15	17	<b>9</b>
<b>1801</b>	2 / 4	2	20	18	<b>3</b>
<b>2210</b>	4 / 4***	1	<b>2</b>	<b>8</b>	<b>10</b>

\*Reflects how many of the 5 groups (Women, Black, Hispanic, Asian/Pacific Islander, American Indian) are underrepresented as compared to corresponding RCLF.

\*\*Reflects ranking among the 20 occupations, the highest percentage being 1st and the lowest being 20th.

\*\*\*Occupations where at least 3 of the 5 groups are underrepresented, and those that scored among the top 10 in the other categories (see bolded numbers).



	<p>University of Maryland-Eastern Shore University of Puerto Rico-Mayagüez University of Texas-El Paso University of Texas-San Antonio</p> <ul style="list-style-type: none"> <li>• Actively participating in the Workforce Recruitment Program (WRP), an initiative of the Departments of Defense and Labor to bring students with disabilities into temporary positions in the federal public service.</li> <li>• Expanding its use of the student ambassador program at elected academic institutions, whereby students hired under the student career employment program establish partnerships at their schools on behalf of the Department, coordinate the Department's participation at school events, and continue their employee status via telecommuting.</li> </ul>
Professional level	<p>At the professional level, DOC is carrying out several initiatives:</p> <ul style="list-style-type: none"> <li>• Establishing partnerships with professional and community organizations by providing timely information about job opportunities, participating in their annual conferences—as both an exhibitor and a presenter—and developing written materials and articles for dissemination to their members.</li> <li>• Establishing partnerships with organizations representing the concerns of persons with disabilities, participating in their conferences, and offering presentations about career opportunities at DOC.</li> <li>• Establishing partnerships with the Departments of Defense and Veterans Affairs, as well as with Veterans Service Organizations (VSOs), to provide information about career opportunities for veterans and encourage their application to DOC job opportunities.</li> </ul> <p>At all levels, DOC is carrying out other initiatives:</p> <ul style="list-style-type: none"> <li>• Investing resources to establish an automated application process and resume database</li> <li>• Training recruiters and selecting officials on their role and responsibilities and on the use of the automated system</li> <li>• Establishing, on a pilot basis, an employee referral award program to encourage referrals from DOC employees</li> <li>• Expanding the area of consideration for Commerce job announcements to include all sources.</li> </ul>

	<b>Assessment of Program Success</b>
<b>Evaluation of Individual Recruitment Events</b>	The Department has designed an event evaluation form for use by corporate recruiters and OHRM to assess the success of recruitment activities.
<b>Employee Focus Groups</b>	The Department will solicit input from management, employee affinity groups, recruiters, and applicants to assess the effectiveness of the recruitment initiative, identify barriers to success, and design ways to overcome those barriers.
<b>Regular Monitoring and Reporting of results</b>	OHRM will monitor and periodically report on the success of each bureau's recruitment efforts.
	<b>Funding and Resource Requirements</b>
<b>Central Funding</b>	OHRM will oversee the management of the program to cover the cost of travel for one bureau representative for each event, as well as DOC participation/booths at events (job and career fairs) at selected academic institutions and professional conferences.
<b>Bureau Funds</b>	Bureaus will fund the travel and per diem for additional recruiters, presenters, and event participants.
<b>Contact Information</b>	<b>Program Responsibility</b>
Questions regarding the DOC FY 2005 Recruitment Program may be addressed to:  Mercedes Olivieri 202-482-2528	<p><b><i>The Office of Human Resources Management</i></b> will provide the staffing to deliver overall program management/coordination, program administrative and logistical support, and will monitor results and provide progress reports to the Secretary.</p> <p><b><i>The Recruitment Program Manager will:</i></b></p> <ul style="list-style-type: none"> <li>• Provide overall program guidance</li> <li>• Coordinate necessary resources to carry out the Program (through senior management)</li> <li>• Plan, coordinate, and provide guidance and oversight for all components of the Program</li> <li>• Ensure the development, tracking, and assessment of recruitment efforts</li> <li>• Provide reports to DOC management as requested</li> </ul>